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| **Sample document for Anonymous Surveys**This document is to assist researchers who propose to use anonymous surveys in their research methodology. |

As per the Human Ethics Policy the definition of anonymous research is:

The identity of the research participants is not known to anyone involved in the research. It is not possible for the researchers to identify whether people took part in the research, or to subsequently identify those who took part (e.g., by recognising them in different settings by their appearance, or being able to identify them retrospectively by their appearance, or because of the distinctiveness of the information they were asked to provide).

When conducting anonymous surveys clear information on the research project should be presented to participants.

**Note:**

* **Signed consent forms are not required for anonymous research as this would negate the research being anonymous. It should be made clear to participants that participation implies consent.**
* **Online systems such as Qualtrics are adequate mechanisms ensuring anonymity. The undertaking to conduct the research anonymously includes the warranting by the researcher that they not use technical mechanisms to subvert anonymity (such as tracking software installed on linked webpages).**
* **If there is to be a prize offered for participation and/or the offer to provide a copy of the final report then it is important to ensure that all personal details are received separately from the survey data, or participants be asked to click on a separate link so it is separated from their survey answers, to maintain anonymity.**



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| Participant Information Sheet Template1. This template is to assist researchers in the development of a Participant Information Sheet involving an anonymous survey. Please adapt this template to suit your specific participants and nature of the research.
2. If conducting an online anonymous survey this information should be provided before participants begin the survey.
3. Use language that is appropriate for your participants. For example, consider the different ways needed to clearly communicate to children as opposed to their parents, or to people with expertise in the area of study as opposed to people with no such expertise.
4. It may be necessary to provide more than one information sheet if you need to communicate to participant groups with different needs (such as parents/caregivers and children).
5. If your research is being conducted in a specific organisation, you may need to gain organisational consent. See Information and Consent Form Template for Organisations, available on our website.
6. You may consider the following issues if your research involves Pacific Peoples participants or your research has an impact on Pacific Peoples:
7. If you are Pacific and are working with one or more Pacific community, you should have the opportunity to decide how you want to introduce and identify yourself (e.g. using your own specific cultural greetings and protocols);
8. If you are not Pacific, but are working with one or more Pacific community, you should consult with your supervisor (who would ideally be Pacific or have experience working with Pacific peoples) to know what is appropriate. If you are not a student, then you should consult with Pacific advisors who can ensure that the correct protocols are maintained. Importantly, non-Pacific researchers should be upfront about their positionality and their non-Pacific identity and should also consult the Pacific Research Guidelines;
9. If the proposal has an impact on Pacific peoples, you need to use your own cultural knowledge as a guide (if applicable) and should consult with your supervisors/advisors and the Pacific Research Guidelines. Importantly, the Pacific people/communities involved should be empowered to have ownership over the research at all stages, including deciding the research questions.
10. Statements in the template that are not appropriate for your particular research should be deleted before submitting your HEC application.
11. These guidance notes in yellow boxes should also be deleted.
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**[Add Project Title here]**

**INFORMATION FOR PARTICIPANTS [for Anonymous Surveys]**

[Please include a greeting that is most appropriate for your participants here]

[EITHER]

Hello

[OR]

Tēnā koe/ Tēnā koutou katoa

[OR]

[You may include an appropriate Pacific greeting(s) here. Such greetings need to reflect the diversity of Pacific Communities in Aotearoa New Zealand. You should be mindful that there are Pacific communities that do not have a large representation in Aotearoa New Zealand. So, you need to make sure to find out the appropriate greetings, if it isn’t on the list provided here, as the greeting is just the beginning of the cultural considerations that must be made. Some of Pacific greetings may include, but are not limited to: Talofa lava, Kia Orana, Malo e lelei, Fakaalofa lahi atu, Ni sab ula Vinaka, Malo nik, Halo ola keta,Mauri, Fakatalofa atu].

You are invited to take part in this research. Please read this information before deciding whether or not to take part. If you decide to participate, thank you. If you decide not to participate, thank you for considering this request.

## [EITHER] Ko wai ahau / Who am I? [OR] Ko wai mātou / Who are we?

[Choose one of the following options and delete the other]

My name is [add name] and I am a [Honours/Masters/Doctoral] student in [add programme] at Te Herenga Waka—Victoria University of Wellington. This research project is work towards my [thesis/dissertation].

[OR]

My name is [add name] and I am an academic staff member in [add programme] at Te Herenga Waka—Victoria University of Wellington.

[OR]

[If you are a Māori researcher, you may choose to include mihi/pepeha here]

[OR]

[If your research involves Māori participants or has an impact on Māori, you may include mihi/pepeha here]

## He aha te whāinga mō tēnei rangahau / What is the aim of the project?

This project [explain the research purpose/topic in language appropriate to your audience].
Your participation will support this research by [explain what the benefits are to the participant and/or to the research]. This research has been approved by the Te Herenga Waka—Victoria University of Wellington Human Ethics Committee [add Hōkai application reference number i.e. HExxxxxx].

## Ka pēhea tō āwhina mai / How can you help?

You have been invited to participate because [explain why participant has been approached/selected]. If you agree to take part, you will complete a survey. The survey will ask you questions about [add a description in one or two words]. The survey will take you [specify time] to complete.

## Ka ahatia ngā kōrero ka tukuna mai / What will happen to the information you give?

This research is anonymous. This means that nobody, including the researchers will be aware of your identity. By answering it, you are giving consent for us to use your responses in this research. Your answers will remain completely anonymous and unidentifiable. Once you submit the survey, it will be impossible to retract your answer. Please do not include any personal identifiable information in your responses.

Personal details will be collected only for those who wish to enter the prize draw/request a copy of the final report. All personal details will be received separately from the survey data and will be held in confidence. This ensures that your answers to the survey questions will not be linked to your identity. [If applicable]

## He aha ngā hua o te rangahau / What will the project produce?

The information from my research will be used in [my Honours/Masters/PhD dissertation/report] [AND/OR] [a report to XXX and/or academic publications and conferences].

## Mehemea ngā pātai, he raruraru rānei, me whakapā ki a wai / If you have any questions or problems, who can you contact?

If you have any questions, either now or in the future, please feel free to contact [either/me]:

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| **Student:**Name:University email address:[Note: students should not provide personal cell phone numbers] | **Supervisor:**Name:Role:School:Phone:[first.last]@vuw.ac.nz |

## He kōrero whakamārama mō HEC / Human Ethics Committee information

If you have any concerns about the ethical conduct of the research you may contact the Te Herenga Waka—Victoria University of Wellington HEC Convenor, Associate Professor Rhonda Shaw, by emailing human-ethics@vuw.ac.nz.